



Address Only

Handout #19 - Revised 1/11/06

Address Only Process

The “Address Only” process is used to provide an address to a property where other building permits have not yet been issued. Many utility providers require an official address prior to providing utility extension to the site. In addition, tree farms, greenhouse operation, and other similar uses may require addresses without having a primary residence on the site. An official address provides clear direction to persons attempting to find the property.

The establishment of an official address, without approval of an accompanying building permit does not guarantee that the parcel is a legal lot, nor does it guarantee that subsequent building permits will be issued. Building permits are subject to review for items such as:

- Appropriate zoning
- Conformance to setback requirements
- Adequate drainage facilities
- Adequate provisions for sewage disposal and water supply
- Conformance to building, plumbing, mechanical, and fire codes

Application Requirements / Fees

- A recorded deed with a legal description including proof of legal access to a County road if the subject property does not abut a County road. In instances where access to a County road requires crossing the property of others, permission, in the form of a recorded easement must be provided.
- One copy of a scaled plot plan, showing the location of the proposed driveway, and the location of any structures on the site.
- A fee of **\$61.00** will be required at the time of application.

Review Process

Once a complete application has been submitted, staff will review the application materials and will provide a written determination. A copy of the activity sheet showing status of your request (approved or denied) will be mailed to the applicant’s mailing address. The official address for the subject property will be highlighted for the applicant’s convenience.

Please contact Clark Community Development Permit Services Division for all questions regarding determination at (360) 397-2375 ext.4998.

**Public Service Center
Community Development Department
1300 Franklin Street
P.O. Box 9810
Vancouver, WA. 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**



ADA COMPLIANCE PROGRAM:

For an alternate format, contact the Clark County ADA Compliance Office,
V (360) 397-2375-2025; TTY (360)397-2445;
E-Mail: ADA@clark.wa.gov

DEVELOPMENT REVIEW ADDRESS APPLICATION FORM



PROJECT NAME:		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:		Address:
E-mail Address:		Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet):		Address:
E-mail Address:		Phone and Fax:
CONTACT PERSON NAME (list if not same as APPLICANT):		Address:
E-mail Address:		Phone and Fax:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

For Staff Only

CASE NUMBER: